



# SUPPLIER BUYER EXCHANGE

AN ONLINE NEWSLETTER FOR PEOPLE INTERESTED IN VIRGINIA'S GOVERNMENT PURCHASING PROCESS

## FISCAL 2005 ANNUAL REPORT

Selling To The Commonwealth Program Activities

July 2004 through June 2005

**TECHNICAL ASSISTANCE:** 2,257 Requests for Procurement Assistance (phone or email)  
421 Spend Reports  
51 Direct Business Consultations (face-to-face)

**OUTREACH:** Eight portable workshops and 15 supplier diversity events (21 cities)  
2,325 Attendees

## DGS HOSTS 17TH ANNUAL PROCUREMENT FORUM NOV. 13-17:

PREMIERE SUPPLIER-BUYER  
NETWORKING OPPORTUNITY

*Building Procurement Fitness* is the theme of the 17th Public Procurement Forum. Hosted by the Department of General Services, Division of Purchases and Supply, the Forum brings together public buyers and private sector suppliers for education, networking and a products and services exposition. Ron Bell, Director of the Division of Purchases and Supply says, "*Building Procurement Fitness* is more than just a conference theme or the latest trend. It is a goal each of us strives toward daily as we work to streamline buying processes, negotiate better contracts, and establish or enhance working relations with our procurement partners."



Last year's Forum attracted more than 450 buyers from across the Commonwealth. They were joined by over 125 suppliers and enjoyed workshops covering more than 40 topic areas. Workshops that focused on eVA, Virginia's total eProcurement solution, were particularly popular. The exposition offered buyers the opportunity to discuss products and services with over 90 suppliers, resulting in many useful contacts for both buyers and suppliers.

Forum 2005 will be held at The Hotel Roanoke and Conference Center November 13 – 17, 2005. It offers an outstanding opportunity for suppliers who want to expand their network of public buyer contacts and learn more about doing business with Virginia. Featured speakers are Mimi Donaldson, co-author of *Negotiating for Dummies*, and Seth Greenberg, Virginia Tech's ACC Basketball Coach of the Year. Additional information about the Forum can be found at: [dps.dgs.virginia.gov/Forum2005](http://dps.dgs.virginia.gov/Forum2005).

## VENDOR SCOREBOARD

As of October 11, 2005 the Department of Minority Business Enterprise (DMBE) has certified **5,388** small, woman or minority owned (SWAM) businesses

For fourth quarter fiscal year 2005 April 1-June 30, **13.1%** of the Commonwealth's spending was with DMBE-certified SWAM firms

As of October 25, 2005 there were **30,994** firms registered with eVA at [www.eva.virginia.gov](http://www.eva.virginia.gov)

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SUPPLIERBUYER EXCHANGE is a program of the Virginia Department of Business Assistance (DBA).

[www.dba.virginia.gov](http://www.dba.virginia.gov)

## Success Story

BUSHWHACKERS, MONETA, VIRGINIA

### MOWING DOWN BUSINESS CHALLENGES IN BEDFORD COUNTY

This Moneta, Virginia company has faced the usual obstacles running a rural mowing business. Maintaining equipment. Finding good laborers. Making payroll. But 25 years ago, when Randolph Wright embarked on a plan to earn off-season revenue with his farm tractor, he never imagined that one day he'd be using something called the internet to keep his tractors busy.

In 1982, Mr. Wright, a second-generation farmer, sought to put his farm tractor to use in a side business of mowing Bedford County roadsides for the Virginia Department of Transportation (VDOT). The Salem VDOT District Office, recruited Mr. Wright to provide contract mowing. Earning \$20 per hour with his old International B 414 tractor, Mr. Wright was a VDOT contract mower by day, and would tend to the family farm by moonlight. After two years, he added a second tractor.

Fast forward to 1988, sons Curtis and Danny, who had been operating the tractors in the family business, found themselves reinventing the way their father had done business.

"For years, we had been getting paid by the hour," Curtis Wright explained. "But VDOT switched from paying on an hourly basis to paying by the acre. We started losing bids and had to learn a whole new way of estimating our projects." The Wright brothers would drive three hours to the Central VDOT office in Richmond, to examine submitted bids, evaluate the competition, and "train" themselves how to price work according to the new method.

The late 80's were bittersweet for the Wright family, as the business picked up its first contract from the northern Virginia VDOT district. However, when approaching lenders for capital to acquire two more tractors, the Wrights felt the sting of racism. Although their credit was spotless, and they had plenty of assets, they were unable to obtain financing for the additional equipment they needed. They were forced to pay cash with the family savings for two additional tractors.

There were other difficulties. Although a one or two year mowing contract with VDOT was good news for a small business like *Bushwhackers*, banks would generally not lend on the basis of one-year contracts, viewing them to be too short term, and the company was often strapped for cash.

"You're basically just paying your laborers and keeping the equipment running," said Curtis. Often he and his brother would decline a paycheck to help make payroll.

*Bushwhackers* operated with four tractors until 1993. In 1996, things started looking up when *Bushwhackers* landed a three-year contract with Salem VDOT. The borrowing challenge suddenly became easier as their bank viewed this longer term arrangement as lower risk. *Bushwhackers* was able to obtain a line of credit and with improved cash flow, was more consistently able to meet payroll. In 1999, the company added two more operators. Today, they operate with 14 employees.

Among other challenges was having to learn about bonding and the various regulations. The state began using bonding as a qualification around 1998. We had to learn about the standard performance bond, the labor bond, the materials bond. It was a challenge just getting our hands on the

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## SUPPLIER FAQ

*How can I find out if my local city or county government is using eVA for their purchasing needs?*

eVA is not just for the state government marketplace. Over 490 local city and county governments in the Commonwealth have adopted eVA for their local government purchasing. To find out if your local government is using the eVA system, from the eVA home page, click on the "Localities," icon in the right hand vertical navigation bar, and search by locality name.

## NEW EVA TOOL POINTS TO FUTURE CONTRACTING OPPORTUNITIES



A new tool, enabling suppliers to look into future contracting opportunities, has been added to the eVA website. From the eVA home page, click on "Future Business Opportunities," a quick link in the center of the page. Use either "keyword" or "commodity code," to search for opportunities. Learn the buying agency, contact name and general details about a future contracting opportunity.

## Spotlight on the DOC

THE VIRGINIA DEPARTMENT OF CORRECTIONS (DOC) IS ONE OF THE COMMONWEALTH'S LARGEST AGENCIES.



Virginia Department of

corrections

Its mission is to enhance public safety by controlling and supervising sentenced offenders in a humane, cost-efficient manner, consistent with sound correctional principles and constitutional standards. The DOC headquartered at 6900 Atmore Drive, Richmond, has facilities that are located across the state including: 3 Regional Offices, 33 Correctional Centers/Prisons, 10 Field Units, 43 Probation and Parole District Offices, 4 Detention Centers, 5 Diversion Centers, Virginia Correctional Enterprises, Corrections Construction Unit and the Academy for Staff Development. Additional information about DOC facilities can be found at [www.vadoc.virginia.gov](http://www.vadoc.virginia.gov).

The DOC has both centralized and decentralized purchasing. The centralized purchasing handled by DOC's Headquarters Procurement Unit is for: all administrative operating units located at DOC Headquarters, all Probation and Parole District Offices, all Detention Centers, all Diversion Centers, three Correctional Centers, six Field Units, and for the Virginia Parole Board. The DOC's Headquarters Procurement Unit has unlimited delegation of procurement authority. The decentralized purchasing is handled by DOC facilities that have been delegated authority to process purchases without submitting them to the DOC Headquarters Procurement Unit or to the Department of General Services, Division of Purchases and Supply. The DOC facilities that have

a delegated purchase authority (up to \$50,000 for goods) include: 30 Correctional Centers/Prisons, Virginia Correctional Enterprises, Corrections Construction Unit and the Academy for Staff Development.

Some of the DOC's frequently purchased commodities/services include:

- Healthcare/medical services
- Lab Services
- Pharmacy Services
- Security Equipment
- Electronic & GPS Monitoring and Tracking Services
- Offender Treatment & Counseling Services
- Refuse Removal
- Janitorial Services
- Fuels
- Technology Equipment & Supplies
- Office Supplies

**VENDOR REQUIREMENTS:** All DOC vendors must register with eVA, the Commonwealth's automated procurement system. In addition, small businesses, woman-owned businesses and minority-owned businesses are encouraged to certify with the Commonwealth's Department of Minority Business Enterprise (DMBE).

**VENDOR STRATEGY:** Make contact with the DOC Headquarters Procurement Unit and with DOC facilities located near your business to make them aware of the commodities and services your business offers.

**VDOC PROCUREMENT CONTACT INFORMATION IS SHOWN ON PAGE 6.**

## Helping Your Vendors Navigate State Procurement

ARE YOUR VENDORS ASKING QUESTIONS ABOUT THE STATE PROCUREMENT PROCESS?

Use DBA as a resource and refer your suppliers to our Virginia Business Information Center (VBIC) for assistance. VBIC counselors are accessible toll free at 1.866.241.8814 or at [vbic@dba.virginia.gov](mailto:vbic@dba.virginia.gov). Or refer them to the "Selling To The Commonwealth" section of the DBA website for helpful vendor support information.



### BUYER FAQs

***How can I generate a list of SWAM vendors that sell a specific product or service?***

You can develop a list of eVA-registered, DMBE-certified SWAM vendors by product or service by running the "Bidders List" report. First Log onto eVA. Then, click "Reports and Documents" in the left-hand navigation bar. Click "Advanced Tools". In the "Vendor Reports – Advanced" section, click "eVA\_PROD\_005\_v6.html - Bidder's List." Enter a commodity code and class, service area, and SWAM type. Click "submit" and download into excel or read from your screen.

***Can DBA assist me with my own supplier-buyer networking event?***

Yes. DBA can partner with you to bring the portable "Selling To The Commonwealth" workshop to your agency or locality. We can provide free marketing support, training materials, and help you target businesses in your area for a successful buyer-supplier exchange. For information, contact Loretta Vines at [loretta.vines@dba.virginia.gov](mailto:loretta.vines@dba.virginia.gov) or 804.371.0357.

## MASTERCARD VENDOR TAKES OVER STATE PURCHASE CARD OCTOBER 1

Effective October 2005, the Commonwealth of Virginia changed its purchasing card program from American Express to the MasterCard-branded GE purchasing card. GE Corporate Payment Services successfully won a negotiated bid among American Express, Visa, and other MasterCard issuers. There are more than 16,000 purchasing card cardholders among buyers at Commonwealth agencies and institutions. Most of them maintain

up to \$5,000 in purchasing power. The purchasing card is as convenient for the buyer as for the supplier. The supplier gets paid directly by the issuer, as opposed to waiting for the dispersal in 30 days of a paper check. If you're a supplier for the Commonwealth of Virginia, and are interested in accepting a MasterCard-branded purchasing card, please email [supplierstrategy@ge.com](mailto:supplierstrategy@ge.com) or call 1-866-517-5748, and mention you are a Commonwealth of Virginia supplier. For more information about the state's purchasing card, contact: Danita Barnes, Charge Card Analyst, Department of Accounts at Danita. [Barnes@doa.virginia.gov](mailto:Barnes@doa.virginia.gov) or call (804) 371-4350.

### What does the state spend on...

**Commodity highlight:** Landscaping (NIGP Code 98852)

#### KEY CONTACTS FOR LANDSCAPING (98852)

TOP FIVE BUYERS WITH SPEND HISTORY  
JULY 25, 2004 THRU JULY 25, 2005

AGENCY	CONTACT	APPROXIMATE NIGP SPEND
Virginia Department of Transportation	Mike Hall <a href="mailto:mike.hall@vdot.virginia.gov">mike.hall@vdot.virginia.gov</a> 804-786-3150	\$3,778,000
University of Mary Washington	Joni Wilson <a href="mailto:jwilson@umw.edu">jwilson@umw.edu</a>	\$105,000
James Madison University	askeva@jmu.edu 540-568-3145	\$35,000
Department of Conservation & Recreation	Steven Rusch <a href="mailto:steven.rusch@dcr.virginia.gov">steven.rusch@dcr.virginia.gov</a> 804-225-3034	\$34,000
Virginia Polytechnic Institute & State University	Tom Kaloupek 540-231-6221	\$25,000
Assorted State Agencies with annual spend below \$25,000	Loretta Vines, DBA <a href="mailto:loretta.vines@dba.virginia.gov">loretta.vines@dba.virginia.gov</a> 804-371-0357	\$323,000

**Total spend for NIGP 98852**

**\$4,300,000**

## HELPFUL RESOURCES

### VBIC (VIRGINIA BUSINESS INFORMATION CENTER)

#### - GENERAL PROCUREMENT ASSISTANCE

1-866-248-8814

[vbic@dba.virginia.gov](mailto:vbic@dba.virginia.gov)

### Department of Business Assistance (DBA)

"Selling To The Commonwealth"

[www.dba.virginia.gov](http://www.dba.virginia.gov)

### Department of Minority Business Enterprise (DMBE) - SWAM Certification

(Toll free in Virginia only)

1-800-223-0671

[www.dmbe.virginia.gov](http://www.dmbe.virginia.gov)

[dmbe@dmbe.virginia.gov](mailto:dmbe@dmbe.virginia.gov)

### eVA

[www.eva.virginia.gov](http://www.eva.virginia.gov)

Customer Care:

1-866-289-7367

Vendors:

[suppliers@cgi-ams.com](mailto:suppliers@cgi-ams.com)

Buyers:

[support@cgi-ams.com](mailto:support@cgi-ams.com)

### Dun & Bradstreet (DUNS #)

[www.dnb.com](http://www.dnb.com)



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information. Then, we had to be ready, financially," Curtis explained. "Your company finances play a big part in your readiness to obtain proper bonding. You've got to have excellent credit history, show reliability, and longevity in doing business," he said.

After 25 years, *Bushwhackers* still does business with the Salem VDOT district office. Now, added to the customer list is the Lynchburg VDOT District office, taking *Bushwhackers* into adjacent Pittsylvania, Franklin, and Roanoke Counties.

"We have come a long way since sifting through a stack of paper bids," explained Danny Wright, Curtis' brother, and the company's designated eVA account manager. "That was when everything was paper driven. Now, we receive all our new opportunities over the internet. Being on eVA is how the other VDOT offices have found us. eVA has been great for our company," he said. "It's fast, all in one place, and we don't have to drive to Richmond," he chuckled. "Not that I really minded that," he added.

"Another important strategy for us has been partnering with MidAtlantic Solutions," Curtis explained. MidAtlantic Solutions is a staffing company in Lovingson Virginia, specializing in landscape management. "Four years ago, we had a real challenge finding and keeping laborers in the local workforce," Curtis explained. This was another aspect of running the company where *Bushwhackers* had to look at new strategies to solve their problem.

As if the family farm and VDOT mowing was not enough to keep the Wrights busy, the family applies their entrepreneurial spirit year-round. With the mowing season chiefly between April and October, the Wrights run a successful Black Angus farm, and in the winter months take their calf and cattle

to the beef market. There seems to be no end to the family's hard work.

What really accounts for *Bushwhackers* success? "Reliability. Persistence. And top quality work," says Curtis. "Careless work will undo every relationship you have," he added.

Curtis reflected on how a supportive family has made the journey easier. "I think an understanding spouse is key, because having your own business is hard on the family. You may not get to all those after-school events your children are doing," he said. "That is part of the price you pay."

In terms of the future, Curtis Wright says he thinks of himself in the midst of a chess game. "You have to think about your next move, and stay ahead of the marketplace," he said. And in a business definitely affected by the weather, Curtis adds, "You've got to have a plan for when it rains."

## UPCOMING EVENTS

FOR COMPLETE DETAILS ON STATEWIDE BUSINESS NETWORKING EVENTS, VISIT DBA'S SEARCHABLE EVENTS CALENDAR AT [WWW.DBA.VIRGINIA.GOV](http://WWW.DBA.VIRGINIA.GOV). SAVE THE DATE FOR THESE UPCOMING SUPPLIER-BUYER NETWORKING EVENTS:

### **November 2 | Virginia Beach**

"Doing Business With The City of Virginia Beach"

### **November 13-17 | Roanoke**

"Building Procurement Fitness" DGS Annual Procurement Forum

### **February 2006 | Richmond**

"Bridging The Gap" VDOT Third Annual Procurement Conference

## GOVERNOR WARNER ANNOUNCES VIRGINIA BUSINESS ASSISTANCE INTERNET PORTAL

### **New web site is a gateway for business assistance information and inquiries**

Governor Warner has announced the launch of an Internet portal that serves as a central point for business assistance information and inquiries, [www.business.virginia.gov](http://www.business.virginia.gov). Designed by the Virginia Department of Business Assistance (DBA) and the Virginia Information Technologies Agency (VITA), the portal consolidates information about Virginia's various business assistance and support services such as grants, loans, workforce training, and licensing together in one site to allow consumers to find useful and relevant information quickly. The site went "live" October 5, 2005.

"This portal employs user-friendly technology to provide a single gateway to all the many services Virginia offers businesses throughout state government," Governor Warner said. "This new site provides immediate access to information and assistance, and further enhances Virginia's business-friendly environment."

The portal was designed from customer input and includes four main categories of information requested by businesses:

- **Starting a Business** - serves as a link to information relevant to businesses and entrepreneurs who are getting started, including registering and licensing procedures and permits.
- **Running a Business** - includes information such as regulations, employment and tax laws for existing businesses.
- **Out of State Businesses** - provides information applicable to out-of-state businesses seeking expansion or relocation in Virginia.
- **Business Resources** - connects businesses to services including counseling and industry organizations.

The site also has a "live chat" feature, providing businesses with real time access to the Virginia Business Information Center (VBIC), administered through DBA. VBIC's online support and assistance representatives give business users instant answers to questions about the resources, services and forms found on the portal. A survey is also available within the portal to collect feedback in order to make further refinements and improve service.

Virginia.gov is a managed service of the Virginia Information Technologies Agency (VITA), the Commonwealth's recently consolidated technology and solutions provider.

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**VDOC PROCUREMENT CONTACT INFORMATION**

<b>FACILITY</b>	<b>CONTACT</b>	<b>E-MAIL ADDRESS</b>
Academy for Staff Development . . . . .	Kathy Brame . . . . .	kathy.brame@vadoc.virginia.gov
Architectural & Engineering Services . . . . .	Bert Jones . . . . .	burt.jones@vadoc.virginia.gov
Corrections Construction Unit . . . . .	Mikel Johnson . . . . .	mikel.johnson@vadoc.virginia.gov
Headquarters . . . . .	Cindy Sager, Procurement Director . . . . .	cindy.sager@vadoc.virginia.gov
Headquarters . . . . .	Faye Ham, Procurement Manager . . . . .	faye.ham@vadoc.virginia.gov
Virginia Correctional Enterprises . . . . .	Barbara Garriss . . . . .	barbara.garriss@vadoc.virginia.gov

**CORRECTIONAL CENTERS/PRISONS**

<b>FACILITY . . . . .</b>	<b>CONTACT . . . . .</b>	<b>TELEPHONE NUMBER</b>
Augusta Correctional Center . . . . .	Gale Hildebrand . . . . .	540-997-7000
Bland Correctional Center . . . . .	Virginia (Jenny) Blankenship / Vivian Fanning . . . . .	276-688-3341
Brunswick Correctional Center . . . . .	Janice Elliott / Barbara Stephenson . . . . .	434-848-4131
Buckingham Correctional Center . . . . .	Dolores Massie / Rebecca Shumaker . . . . .	434-391-5980
Coffeewood Correctional Unit . . . . .	Donna Mills / Bryan Bailey . . . . .	540-829-6483
Deep Meadow Correctional Center . . . . .	Mel Johnson / Ruth Quarles . . . . .	804-598-5503
Deerfield Correctional Center . . . . .	Linda Joyner . . . . .	434-658-4368
Dillwyn Correctional Center . . . . .	Pat Crickenberger / Regina Taylor . . . . .	434-983-5034
Fluvanna Correctional Center . . . . .	Otis Carpenter / Cindy Stokes . . . . .	434-984-3700
Greensville Correctional Center . . . . .	Juanita Grizzard / Richard Riedel . . . . .	434-535-7000
Haynesville Correctional Center . . . . .	Bill Jester / Charlie Ward . . . . .	804-333-3577
Indian Creek Correctional Center . . . . .	Anne Johnson / Lisa Anglin . . . . .	757-521-0095
James River Correctional Center . . . . .	Scott Tipling / Eldathea Clarke . . . . .	804-784-3551
Keen Mountain Correctional Center . . . . .	Jim Coffey / Kim Whitt . . . . .	276-498-7411
Lunenburg Correctional Center . . . . .	Brenda Smithson / Jackie Walker . . . . .	434-696-2045
Marion Correctional Treatment Center . . . . .	David Hull . . . . .	276-783-7154
Mecklenburg Correctional Center . . . . .	Cara Pruett / Cindy Spencer . . . . .	434-738-6114
Nottoway Correctional Center . . . . .	Kern Gilliam / Sharon Gilliam . . . . .	434-767-5543
Powhatan Correctional Center . . . . .	Frances Trafzer / Carol Mullins . . . . .	804-598-4251
Red Onion State Prison . . . . .	Helen Duncan / Durward Narramore . . . . .	276-796-7510
Southampton Correctional Center . . . . .	Gene Drum / Fran Clarke . . . . .	434-658-3946
St. Brides Correctional Center . . . . .	Anne M. Johnson / Anna Talton . . . . .	757-421-7141
Sussex I State Prison . . . . .	John Moore / Carol Thomas . . . . .	804-834-9967
Sussex II State Prison . . . . .	Milloyd Wright / Theoria Nixon . . . . .	804-834-2678
Virginia Correctional Center . . . . .	Elaine Cline / Linda Balsley . . . . .	804-784-3582
Wallens Ridge State Prison . . . . .	Mike Garrett / Teresa Flanary . . . . .	276-523-3310

SUPPLIER|BUYER**EXCHANGE** is published bi-monthly by the Virginia Department of Business Assistance. If you would like to be added to our email distribution list, email [loretta.vines@dba.virginia.gov](mailto:loretta.vines@dba.virginia.gov). If you have suggestions for future topics, email [deborah.hudson@dba.virginia.gov](mailto:deborah.hudson@dba.virginia.gov).

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